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## ORGANIZATION AND FUNCTION OF STATE AGENCY

The Department of Social Welfare is one of the major components of the Agency of Human Services. The Department's principal functions and structure are outlined below:

1. Commissioner of Social Welfare

Appointed by the Secretary of Human Services with the approval of the Governor. Administers and supervises the Department and issues policies and regulations.

2. Deputy Commissioner

Appointed by the Commissioner of Social Welfare. Coordinates all planning, programming, budgeting, fiscal, and administrative functions for the Commissioner's approval. As principal assistant to the Commissioner, assumes complete charge of the Department in his absence.

3. Medicaid Division

See ATTACHMENT 1.2-B.

4. Income Maintenance Division

The Income Maintenance Division has responsibility for all benefit programs administered by the Department of Social Welfare. They are: Aid To The Aged, Blind And Disabled (AABD), Aid To Needy Families With Children (ANFC), General Assistance (GA), Food Stamps, Low Income Home Energy Assistance Program (LIHEAP) and Medicaid (jointly with the Medicaid Division). Also, along with the Department of Employment and Training, it has responsibility for the Work Incentive Program (WIN).

Among its functions are program monitoring and evaluation of management systems which measure performance of District Offices in comparison to a range of identified objectives and performance standards. The Income Maintenance Division is also responsible for review and analysis of periodic statistical samples and providing recommendations for remedial action.

Through its 12 District Offices it determines applicant/recipient eligibility under each of the programs and authorizes issuance of benefits.

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## ORGANIZATION AND FUNCTION OF STATE AGENCY (Continued)

4. Income Maintenance Division (Continued)a. Director of Income Maintenance

The Director, in the classified service, is responsible for the overall administration of all income maintenance programs (AABD, ANFC, GA, Food Stamps) and for implementation and operation of the Medicaid Program at the field level as it pertains to eligibility determination.

b. Program Integrity Chief

The Program Integrity Chief is responsible for monitoring and evaluating management systems for measuring performance of District Offices in comparison to a range of identified objectives and performance standards prescribed by Federal regulations, State legislation and regulations, court decisions and Agency and Department goals.

The Program Integrity Chief is also responsible for implementation of the Quality Control programs required by the U.S. Departments of Health and Human Services and Agriculture.

5. Resource Development Unit

The Resource Development Unit is responsible for all DSW training, procedure writing, development of automated data processing system specifications, and production of departmental forms and pamphlets.

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ORGANIZATION AND FUNCTION OF STATE AGENCY (Continued)

6. Planning And Evaluation Division

The Planning and Evaluation Division is responsible for the development, analysis and interpretation of policies and regulations for all DSW programs. It is also responsible for the collection of data specific to the operation of DSW programs and the evaluation of the effects and attributes of given programs in relation to departmental or Agency of Human Services' goals and objectives.

a. Research And Planning Unit

Maintains statistical reporting systems for all Department of Social Welfare programs, conducts studies and surveys as required, develops management information systems for Department management staff.

b. Policy Planning and Development Unit

Reviews and analyzes proposed, pending and finalized Federal and State legislation to assure DSW compliance in all programs. Prepares new policies and regulations, as needed. Prepares QC Corrective Action Plans.

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## ORGANIZATION AND FUNCTION OF STATE AGENCY (Continued)

7. Child Support Division

The Child Support Division provides location of absent non-supporting parents and contacting them regarding support of their children; development of requisite data and reports for State and Federal agencies.

a. Support Unit

Maintains file of all absent parents not supporting children; contacts Federal, Vermont, and other states' agencies to locate absent parents; corresponds with absent parent to establish support payments and follows up to insure compliance.

b. Investigative Unit

Contacts non-supporting fathers who ignore correspondence, or who fail to cooperate in the payment of child support, to determine capability to contribute support for children, furnishes results of interview to Collection Attorney as basis for court order or contempt citation; investigates allegations of fraud referred to Division; analyzes Medicaid claims connected with automobile accidents and seeks out insurance companies who may be responsible for medical claims; and performs special studies and investigations requested by Commissioner.

8. Administrative Services Division

Responsible for the business and accounting functions for the entire Department as well as direct mailing of Food Stamps. It is also responsible for the Collections Unit whose responsibilities include collection of funds due the Department; establishment of support orders through the court; initiation of contempt actions; representing the Department in recovery actions, both in court and with insurance companies; and functioning as DSW's liaison with courts and private attorneys.

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## ORGANIZATION AND FUNCTION OF STATE AGENCY (Continued)

9. Computer Services Divisiona. Director Of Computer Services

The Director of Computer Services is responsible for the overall administration of the development, certification, and continued maintenance of computer hardware and software which is used statewide by the State and District Offices to administer income maintenance programs for the State of Vermont.

b. State Analysts, Programmers And Contractual Staff

The State analysts, programmers and contractual staff are responsible for the analysis of new and changing application software.

c. DBA Staff

The DBA staff are responsible for development, maintenance and integrity of the data base.

10. Fraud Division

The Fraud Division Director is responsible to the Commissioner for all investigative activities designed to resolve cases of suspected fraudulent use of departmental assistance programs. Performs special investigations of internal problems pertaining to security and possible fraud as directed by the Commissioner. Conducts evaluation of regulations and procedures for the purpose of recommending policy or procedural changes to prevent fraud in the programs administered by the Department.

11. Assistant Attorney Generals (AAG's)

The Assistant Attorney General acts as Chief Counsel for the Department as a whole, including Title XIX. He is also responsible for representing the Department, its officials and its programs in litigation, handling fair hearings, drafting legislation and serving as "inhouse" counsel and advisors. Also serves similar functions for the "single state agency", i.e., the Agency of Human Services (AHS), of which the Department of Social Welfare is a component.

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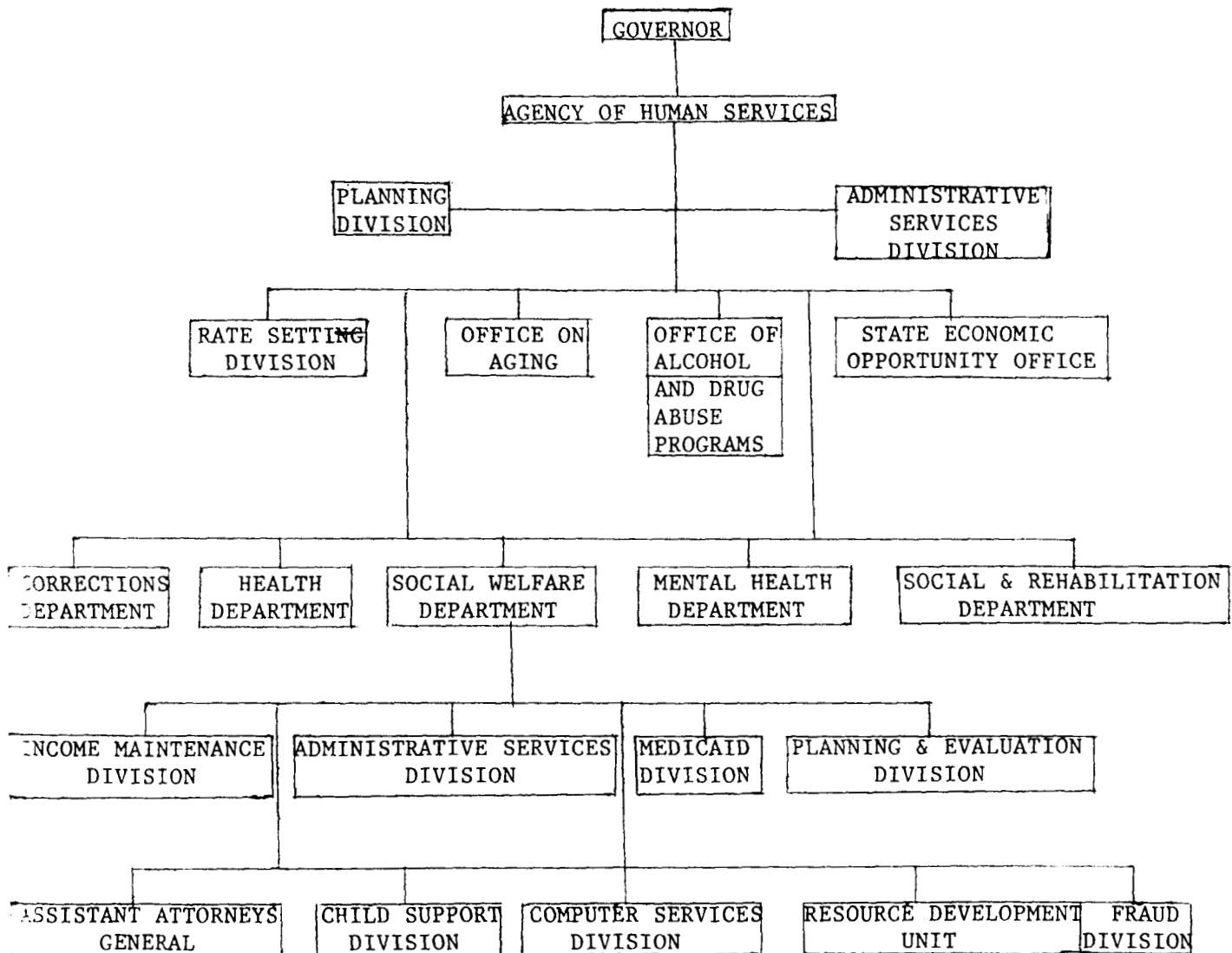
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